



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT CHIEF INFORMATION OFFICER

Class No. 002195

■ CLASSIFICATION PURPOSE

Under administrative direction, to assist the Chief Information Officer in developing the County's Information Technology (IT) vision and policy by ensuring that IT services are managed, acquired and implemented in a manner that reflects the mission of the Chief Administrative Officer and the priorities established by the Board of Supervisors.

■ DISTINGUISHING CHARACTERISTICS

The Assistant Chief Information Officer is a one-position Executive Management class in the Unclassified Service. This class reports directly to the Chief Information Officer (CIO). The incumbent acts as an advisor to the CIO and manages the development and oversight of a customer-focused, cost-effective IT organization. This class is also responsible for managing large outsourcing contracts, and performs extensive networking with outside organizations. The Assistant Chief Information Officer assists the CIO as an active change agent in implementing all processes aligned with the County's mission, and may be involved in the development and recommendation of countywide IT policy.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Assists in providing strategic and tactical direction for the County's information and technology efforts.
2. Advises on plans to reinvest in the IT infrastructure.
3. Incorporates business process reengineering (BPR) strategies in managing, acquiring, and implementing IT functions throughout the County.
4. Reviews and monitors expenditures of all IT efforts; performs investment analysis, planning and budgeting.
5. Monitors and evaluates IT performance Countywide.
6. Supervises and directs professional and office staff.
7. Coordinates technology evaluation and transfer including technology deployment, network and systems management.
8. Evaluates the performance of vendors and other external providers of IT services and makes recommendations to the CIO.
9. Incorporates existing county hardware and systems with vendors.
10. Assists in the management of information and work flow between county departments.
11. Assists in the development of minimal acceptable standard levels (MASL's) for the County.
12. Identifies, recommends and integrates new technologies into the IT infrastructure.
13. Manages client relations.
14. Manages client relations to ensure development of service-objective expectations.
15. Demonstrates and/or explains how information technology can enhance mission accomplishment.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of data processing and system design.
- Computer hardware and software capabilities.
- Information Technology industry trends, standards and competition.
- Modern methods and state-of-the-art technology related to information technology systems, including telecommunications, wide area networks, image processing, websites, LANs, etc.
- Telecommunication system design and installation.
- The General Management System in principle and practice.
- General and financial management protocols.
- Contract negotiations and administration.
- Principles and practices of supervision and training.
- Principles and theory of general administration, fiscal management and accounting.

Skills and Abilities to:

- Monitor vendor contracts and performance.
- Prepare executive-level correspondence and reports.
- Maintain excellent interpersonal relationships with executive staff, external vendors and customers.
- Manage client relations to ensure development of service-objective expectations
- Think and communicate in a strategic and proactive manner.
- Communicate effectively, both orally and in writing.
- Supervise, train, and evaluate the work of subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in business or public administration, computer science, information technology, or closely related field; AND,
2. Five (5) years of supervisory/management experience with responsibility and accountability for developing, monitoring, and reviewing information systems.

Note: Additional years of directly related verifiable experience or Information Technology coursework may be substituted for the education/experience requirements on a year for year basis.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Operative Date: September 18, 2002
Reviewed: Spring 2003
Retitled: September 5, 2003

Assistant Chief Information Officer (Class No. 002195)

Union Code: EM Variable Entry: Y